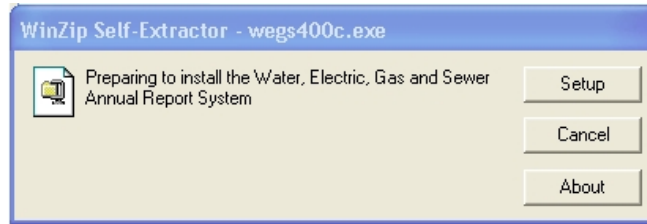


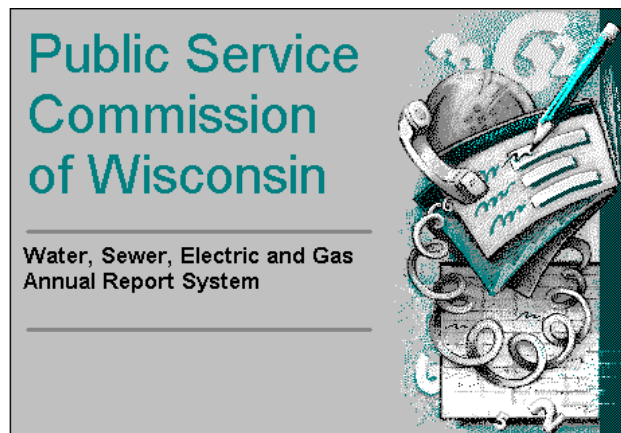
**WATER, ELECTRIC, GAS AND SEWER
ANNUAL REPORT SYSTEM
Instructions for Installing Release Version 4.00C (complete)**

Installing the Version 4 Program

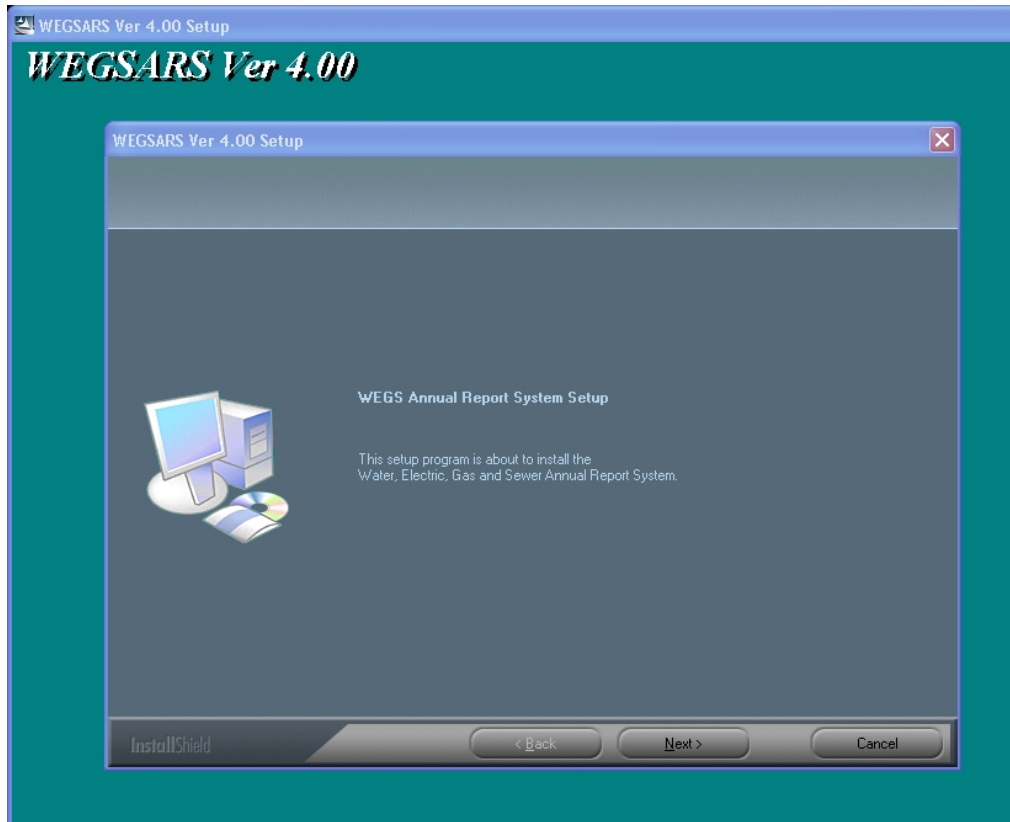
1. Exit any programs that are running.
2. Run wegs400c.exe from the location you downloaded it to. The following box will appear:



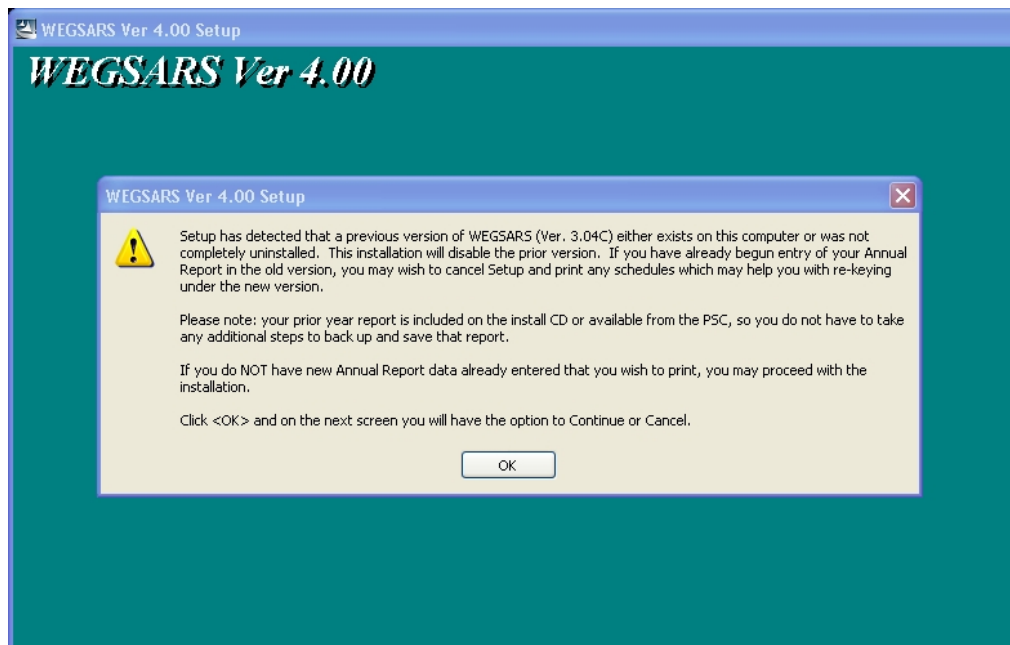
3. Click Setup
4. The installation files will be extracted and the setup program will launch.
5. A splash screen will appear for a few seconds while the Setup program is preparing to install the program.



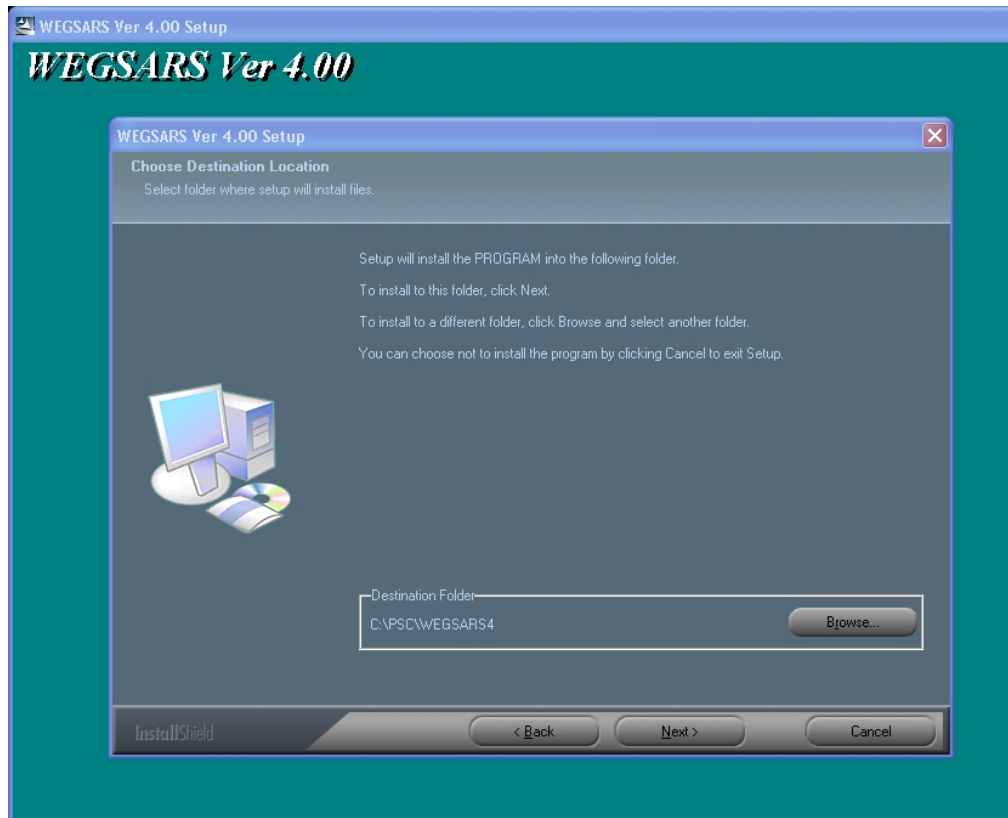
6. When the Welcome screen appears (as shown below), click the Next button to continue.



7. The WEGSARS 4.00 installation will detect if you have an earlier version of WEGSARS installed on your machine. If an earlier version is found, this installation program will disable it, with the following warning:



8. The PROGRAM Destination Location window will appear asking for the directory where the program executable and supporting files will be installed. The program will default to C:\PSC\WEGSARS4. Users may accept the default location or use the Browse button to select an alternate location.

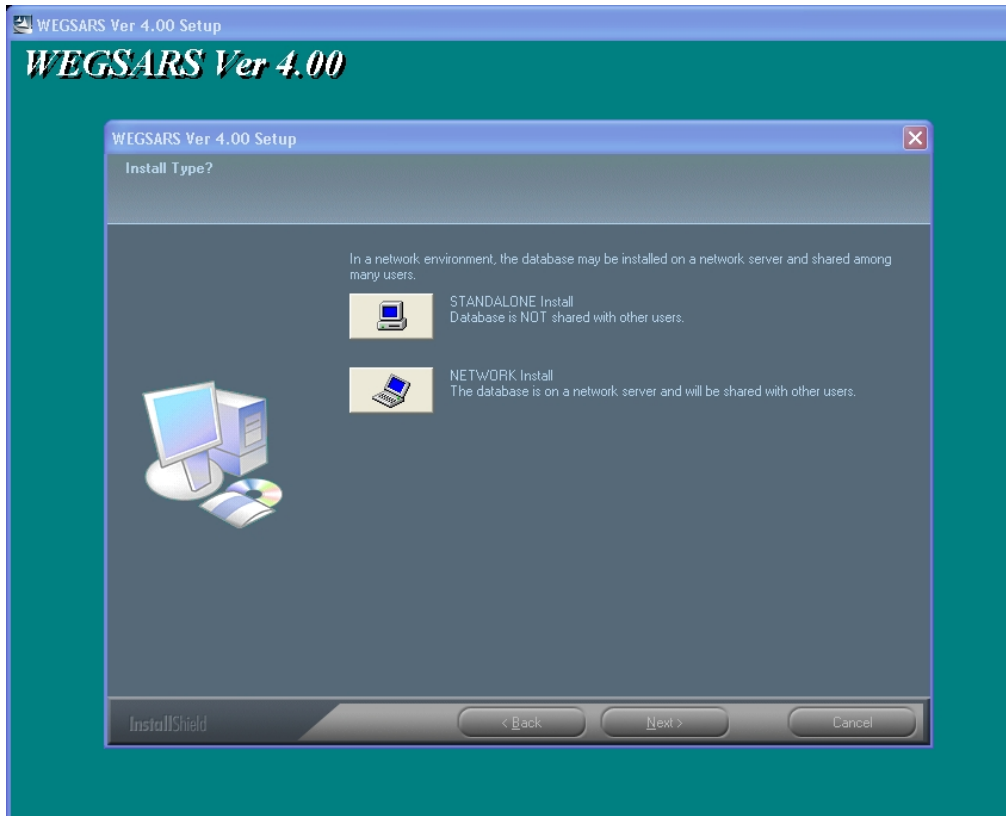


9. Click the Next button to continue.
10. Similar Destination Location screens will appear for Databases and Help Files.

Note: If you are installing on a network and wish to have shared access to the database from multiple PCs, you must install the system to each computer separately. Specify local hard drive locations for the Programs and Help Files, and a common network location for the database.

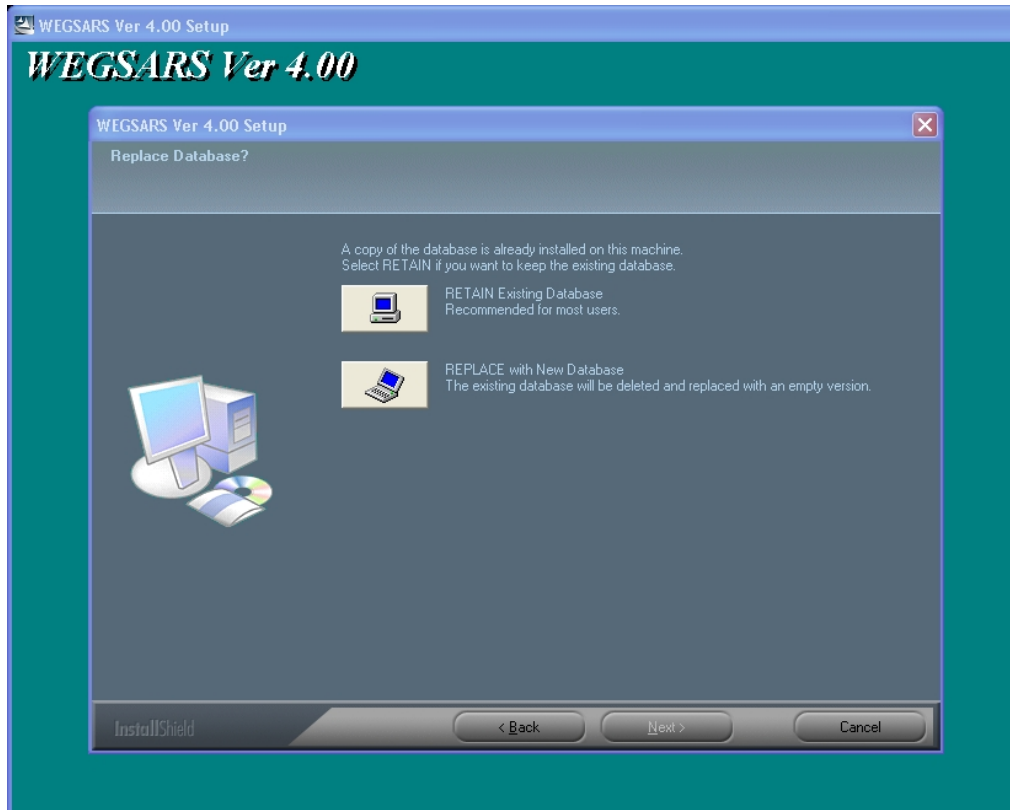
11. The Install Type? window **may** appear. This will only occur if this is the first installation of WEGSARS Version 4 on this computer.

If you are installing on a network, click on the NETWORK Install button. If you are installing the entire system and database on your hard drive, to be used only by this computer, click the STANDALONE Install button.

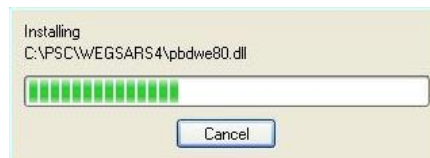


12. The Replace Database? Window may appear. If this is the first installation of WEGSARS Version 4, this window will not appear, as changes to the database structure require a replacement. On second or subsequent installs, the usual response will be RETAIN.

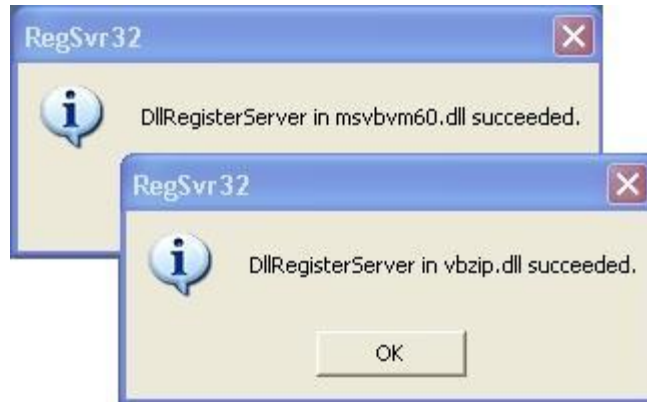
Note: If you are installing on a network, the first time this release is installed, you **must** replace the shared database. Select REPLACE (if this screen appears) on the first installation only. On installs to other machines on the network, select RETAIN so that you do not overwrite data that has been entered from other PCs.



13. When the program begins installing, the following screen will appear. As each file is installed, the progress meter shows the file name and directory where the file is being copied. The progress meter also shows the percentage completed of the installation process.



14. Once the files have been copied, the following windows will pop up. Click the OK buttons to continue.



15. Once the program has finished installing, the Setup Complete window will appear. Click the Finish button.

